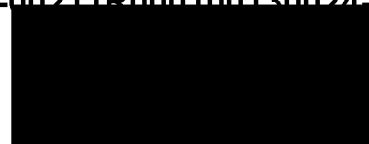


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*let this
come- We want it.*

[Signature]

3/9

F E

DIVISION

PERSONNEL PUNCH CARD

TEST PROCEDURES

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FOREWORD

This manual is the first in a series of manuals outlining procedures to be followed by [REDACTED] for establishing and maintaining punched tabulating card files for personnel operations in the FE Division. Procedures contained herein are tentative pending study of tabulating operations and final standardization to meet all FE requirements. It is planned that the OF-4B, Employee Record Card, will eventually be replaced by the various tabulating card files established under these procedures. Until such time as each Branch has completely converted CSC Form OF-4B will continue to be maintained in accordance with present procedures. Paragraphs are numbered consecutively throughout the entire manual. If paragraphs are added, they will bear decimal suffixes. Pages are likewise numbered consecutively throughout the manual. If new pages are added, they will carry alphabetical suffixes.

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CHAPTER 1

GENERAL

SECTION 1

GENERAL INSTRUCTIONS

1. PURPOSE

The procedures outlined in this manual provide for the maintenance of punched cards for employees in the FE Division on the basis of coded information prepared in [REDACTED]. These cards contain coded data concerning each position and the incumbent as an individual slotted to that position, as extracted from basic personnel records.

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2. OBJECTIVES

The objective of the personnel punch card program is the maintenance of tabulating card files on a current basis to provide the means for accomplishing the following operations mechanically, with the reduction of manual effort to a minimum:

- a. Preparation of periodic tabulations of personnel actions pending within the respective Branches in the FE Division.
- b. Summarization of data for special personnel statistical reporting.
- c. Preparation of personnel rosters and reports for local administrative purposes where practicable.
- d. Preparation of monthly tabulations of end-of-month status and of personnel actions during the month for recurring personnel statistical requirements.
- e. Summarization of actual employment data at the end of each month and accumulation until the end of the fiscal year for budget purposes.

3. SCOPE

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a. [REDACTED] will perform the functions of a servicing machine element in maintaining punched cards for all FE Division personnel except those under contract, which will continue to be serviced manually. It will also perform the functions of preparing all recurring and non recurring reports involving personnel data for these employees.

SECTION II

MACHINE INSTRUCTIONS

4. PUNCHING INSTRUCTIONS

a. Completion of Fields. All numerical fields corresponding to coded items will be completely filled in by punching zeros to the left of significant digits. Card fields corresponding to items on the coded SF 52 or request form through which a line has been drawn, or item left blank, will be skipped.

b. Name of Employee. Nineteen columns are provided for the punching of employee name. Where the complete name exceeds nineteen spaces, only the surname and initials will be entered; in all other cases enter the surname, first name, and middle initial in that sequence. Suffixes such as "Sr" and "Jr" may be entered after the middle initial if space permits.

c. Verification. All cards will be sight verified.

SECTION III

BASIC FILES

5. FILES. The following personnel punch card files will be established and maintained in [REDACTED]

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a. Pending File - Consists of punched pending cards, Form ___, of SF 52 forwarded to Office of Personnel for processing.

b. Status File - Consists of punched cards, Form ___, indicating the current status of FE employees. This file will consist of the following subsection:

(1) Historical file - Consists of inactive status cards that have been replaced in the status file because of a subsequent action. It will be used for reference purposes.

c. Supplemental Status File - Consists of punched cards, Form ___, indicating additional statistical data to that contained in the status card file.

d. Master File - Consists of punched cards, Form ___, indicating constant information of an employee. In addition card is utilized to record additional statistical data.

e. T/O File - Consists of punched cards, Form 50-81, indicating pertinent information from table of organization.

6. CARDS. The various card forms which will be maintained in [REDACTED] are outlined in detail in chapter 2.

7. DEFINITIONS. The following are definitions of the various terms used in the manual.

a. Applicants Folder - A jacket containing the pertinent records of an employee entering on duty with the agency.

b. Division Personnel Folder - A jacket containing duplicate copies of personnel data maintained as a reference or working file with in the FE Division.

c. Original Action - An endorsed SF 50, Notification of Personnel Action.

25X1A8a 8. CODING. All coding will be performed by personnel in
[REDACTED] either on the original request, Form __, or on SF 52 as
applicable.

CHAPTER 2

CARD FORMS

SECTION I

GENERAL INSTRUCTIONS

9. All designated numerical fields in all cards will be completely punched. Wherever information is not available steps will be taken as operations permit to secure missing data without retarding the processing of original action document through [REDACTED]

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SECTION II

PENDING CARD

10. PENDING CARD. This card is used to record the status of requests for personnel action in SF 52. (See Figure 1, Chart of Card Layouts for diagram of pending card). This card will also be utilized to establish a current status card.

a. Punch Card Form __, will be utilized to establish this file. Cards will be key-punched from the original request Form __, or SF 52 as indicated below.

b. The information to be contained in the punched cards and appropriate codes (See Figure 2) to be used for each field of the card are as follows:

ITEM	ENTRY ON SF 52	CARD COLUMN	KEY PUNCH	REMARKS
Personnel Number	Heading	1-6	Number	In all cards
Name	1	7-25	Name	
Identification	1	26	1st numeral after name	Indicates true or pseudo
Type Employee	1	27	2nd numeral after name	Indicates staff, military, & etc.
Date of Birth	2	28-29 30-31 32-33	Day Month Year	

ITEM	ENTRY ON SF 52	CARD COLUMN	KEY PUNCH	REMARKS
Request-Effective Date	4	34-35 36-37 38-39	Day Month Year	Effective date on status card
Type of Action	5	40-41	Number following nature of action	
Position Slot number	8	42-50	Code on 1st line	
Occupation Series	8	51-56	1st six numerals following ltrs. GS	
Grade	8	57-58	Numerals following series code	Numerals after hyphen
Salary	8	59-63	Numerals following \$ sign	
Organization location	10	64-67	Numerals coded in item 11	
Vets. Preference	13	68	Numeral following x designation	
Service Designation	14	69-70	Alpha Letters designated	
Sex-Race	15-16	71	Numeral indicated in margin by item 15	
Funds	17	72	Penciled code after appropriation number	
T/O Sorting code	None	73-79	Number	
Type of Card	None	80	Code number	

SECTION III

STATUS CARD

11. STATUS CARD, (Form __)

a. In order to establish a punched-card file for FE employees, punched current status cards (Form __) will be created

from the pending card. NOTE: In order to avoid repetitious in-
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structions, day-punch instructions for the status card will be omitted.

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SECTION IV

SUPPLEMENTAL CARD

12. SUPPLEMENTAL CARD. This card is used as a continuation card to the current status card, to record additional statistical data relative to FE employees.

a. Punch Card Form __, will be utilized to establish this file. Cards will be key-punched from periodic statistical data furnished [REDACTED] (See Figure 1, Chart of Card Layouts for diagram of supplemental card).

b. The information to be contained in the card is as follows:

ITEM	DESCRIPTION	CARD COLUMN	KEY PUNCH	REMARKS
1	Personnel Number	1-6	Number	In all cards
2	Name	7-25	Name	
3	Entered On Duty Agency	26-27	Day	
		28-29	Month	
		30-31	Year	
4	Last Fitness Report	32-33	Day	
		34-35	Month	
		36-37	Year	
5	Last Promotion	38-39	Day	
		40-41	Month	
		42-43	Year	
6	Entered Career Service	44-45	Day	
		46-47	Month	
		48-49	Year	
7	Rotation Date	50-51	Day	Date due back at headquarters
		52-53	Month	
		54-55	Year	
8	Card Number	80	Code 6	

SECTION V
T/O CARD

13. T/O CARD. (Form 5081)

a. This card is used to record the table of organization and to provide statistical data relative thereto. (See Figure 1, Chart of Card Layouts for diagram of T/O card).

b. The information to be contained in the card is as follows:

ITEM	DESCRIPTION	CARD COLUMNS	KEY PUNCH	REMARKS
1	Position Title	1-20	Title	Blank
2	Effective Date	21-22 23-24 25-26 27-29	Day Month Year	
3	Service Designation	30-31	Alpha letters indicated	
4	Grade Schedule	32-34	Letters indicated	
5	Occupational Code	35-40	Code Numerals Indicated	
6	Grade	41-44	Numerals Indicated	
7	Alpha Office Code	45-47	Code Indicated	
8	Position Slot Number	48-53	Numerals Indicated	
9	Organizational Code	54-55 56-57 58 59 60-63	Division Branch Section Unit Blank	
10	Former Position Number	64-69 70-71	Numerals Indicated Blank	

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ITEM	DESCRIPTION	CARD COLUMNS	KEY PUNCH	REMARKS
11	Funds	72	Numeral indicated	
12	T/O Sorting Code	73-79	Numeral indicated	
13	Card Number	80	Numeral	1- Organization (Header) (Yellow) 1- Position (Orange)

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SECTION VI

MASTER CARD

14. MASTER CARD. (Form __)

a. This card is used to retain constant information and as a document of manually recording information such as cable traffic. (See Figure 1 Chart of Card Layouts for diagram of Master Card).

b. The information to be contained in the punched cards and the appropriate codes to be used for each field are as follows:

ITEM	DESCRIPTION	CODE	CARD COLUMNS	KEY PUNCH	REMARKS
1	Personnel Number		1-6	Number	In all cards
2	Name		7-25	Name	
3	Identification	1 - True 2 - Pseudo	26	Pertinent Code	
4	Type Employee	1 - Staff 2 - Staff agent 3 - Military 4 - Military staff agent 5 - Contract 6 - Consultant 7 - Other	27	Pertinent Code	
5	Date of Birth		28-29 30-31 32-33	Day Month Year	
6	Type of Card.	3	80	Number	

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CHAPTER 3

PROCESSING

SECTION I

PROCESSING PENDING ACTIONS

15. PENDING CARD.

a. A record of the pending status of SF 52, Request For Personnel Action, will be made on Pending Card Form, as indicated in Para 10, Section II, Chapter 2. Source data for the preparation of the punch card will be obtained from either of the following:

(1) SF 52, Request for Personnel Action.

(2) Form ___, Personnel Action Request, including Applicants folder.

b. Requests will be of two general types (1) those involving applicant employees and (2) those concerning a staff employee. Such requests will be separated into these two categories and coded in accordance with instructions contained in Figure 2.

c. The Key Punch operator will punch a Pending Card for each personnel action. The request date as recorded in item 4 of SF 52 will be punched in columns 34-39. Cards will be sight verified.

d. All Pending Cards will be sorted by T/O organizational code and placed in the Pending File.

e. Upon completion of the above machine operations route SF 52 for necessary endorsements.

NOTE: The above processing steps will be followed in the initial phase of this installation. The second phase will involve the submission of Form ___, Personnel Action Request, by the Branch; employment of the Flexowriter to prepare SF 52 in [REDACTED] utilization of by products (1) tape to produce the pending card from the IBM Tape-Card Punch; (2) tape with programing and constant information to be utilized for subsequent actions. (See Appendix A)

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SECTION II

PROCESSING ORIGINAL ACTIONS

16. CURRENT STATUS CARD.

a. Upon receipt of SF 50, Notification of Personnel Action, from Office of Personnel the corresponding Pending Card will be pulled and appropriate changes noted. This Original Action will be key-punched to create a Status Card, Form __, in accordance with detailed instructions contained in Para 10, Section II, Chapter 2.

b. In most instances this processing action will involve duplicating all card columns, except for columns 34-39 which should be changed to reflect effective date of action. Note: At completion of this processing step the Pending Card will be destroyed.

c. The first 33 columns of the Status Card will be duplicated into Card Form __. This card will be retained for establishment of the Master Card. (See para 17 below)

d. The first 25 columns of the Status Card will be duplicated into Card Form __. This card will be retained for establishment of the Supplemental Card. (See para 18 below)

e. Upon completion of keypunching operations the Status Card will be sight verified and then sorted in numerical order by personnel number and placed in the status file. Any duplicates found in this inter-filing operation will be analyzed to determine the correct status of the action and the correct card will be refiled.

f. In those instances where prior status cards exist the obsolete cards will be withdrawn, sorted in numerical order by personnel number and filed in the historical file.

g. SF 50 will be released to the employee via the pertinent

Branch. If an action involves a field employee SF 50 will be filed in the Division Personnel folder.

17. MASTER CARD.

a. The Key punch operator will punch a Master Card immediately following the creation of the status card. This will be accomplished by duplicating into Form __, the first 33 columns of the status card. Code 3 will be punched in column 80 to control type of card. (Remainder of card to be utilized for recording additional information)

b. All Master Cards will be sight verified and then sorted in alpha order and placed in the Master File.

SECTION III

PROCESSING SUPPLEMENTAL ACTIONS

18. SUPPLEMENTAL CARD.

a. A record of the supplemental information will be made on Supplemental Card Form, as provided in Para 12, Section IV, Chapter 2. Source data for the preparation of this punch card will be obtained from the following:

- (1) SF 50. Notification of Personnel Action.
- (2) Form No. 35-80. Cable indicating arrival date.
- (3) Form No. 45. Fitness Report.
- (4) Form No. 45a. Field Fitness Report.
- (5) Form No. 5-11. Notification of Membership in the Career Staff.

b. As the above information is received a complete card reflecting the current data will be punched and sight verified. Punched cards will be matched with the existing card and the obsolete

SECTION IV

PROCESSING T/O CHANGES

19. T/O CARD.

a. A record of a change to the current Table of Organization will be made on T/O Card Form 5081, as set forth in Para 13, Section V, Chapter 2. Such changes in this file will be reflected only upon notification from the Machine Records Division.

b. A (x) punch in column 60 will be utilized in those instances where it is desirable of controlling a position or positions subject to change in the current Table of Organization.

CHAPTER 4

REPORTS

SECTION I

MACHINE OPERATIONS

20. MONTHLY CUT-OFF.

a. Requests for personnel actions prepared as of the last working day of each month must be forwarded to reach [REDACTED] by noon of the first workday of the following month.

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21. PENDING CARD FILE.

a. Upon completion of month-end processing all cards will be sort-counted on column 40, to obtain the total cards processed, grouped as to type of action. Cards will be sorted by date on columns 39-34.

b. Pending cards will be listed to prepare a report for each Branch. Each Branch will be started on a separate sheet.

c. Program header cards will be utilized to prepare headings for tabulated listings containing type of action in columns 8-9, date of request 20-24, name 30-47, occupational series code 60-65.

NOTE: Header cards will be prepared in advance for all periodic reports and filed by title of report.

d. The cards will be listed on 4-part stock paper double spaced.

CHAPTER 5

SORT CHECK PROCEDURES

22. SORT CHECK PROCEDURES.

a. Sort checking provides a means of "mechanically editing" punch card records. This operation consists of mechanically selecting cards which contain erroneous or apparently inconsistent data when code symbols punched for one item in the cards are compared to those for another item. This process cannot detect all errors since several combinations of data are frequently possible, and only one can be correct for an individual card. The machines cannot determine the proper information to be entered to effect a correction but cards which are questioned are selected for verification with the Division personnel folder.

b. All current status cards should be thoroughly sort checked at least once each quarter.

c. Periodically, all current status cards should be sorted on salary within grade columns 63-59. These cards may then be tabulated with grade and salary groups - - - indicated as a control. The results should be compared with such standard pay tables as are available from the Office of Personnel (with due consideration given to rates for specialty pay and/or overseas allowance, where applicable). Any cards showing unexplained rates should be listed and referred to the Office of Personnel for verification.

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MULTIPLE LAYOUT FORM
FOR ELECTRIC ACCOUNTING MACHINE CARDS

FORM 12-6823-2END.

BRANCH OFFICE NO. _____

DATE _____

INTERPRETER SPACING

1. STATUS		2. MASTER		3. EMPLOYMENT		4. TO		5.		6.	
ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER	ELECTRO NUMBER
PERSONNEL NUMBER	NAME	PERSONNEL NUMBER	NAME	PERSONNEL NUMBER	NAME	PERSONNEL NUMBER	NAME	PERSONNEL NUMBER	NAME	PERSONNEL NUMBER	NAME
1 2 3 4 5 6	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	1 2 3 4 5 6	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	1 2 3 4 5 6	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	1 2 3 4 5 6	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	1 2 3 4 5 6	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	1 2 3 4 5 6	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

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-17-

FIGURE 1

CUSTOMER'S NAME & NO. _____
ADDRESS _____

Change 1

FE/PT Test Procedures

STATUS CARD - Change columns 26-29 to read as follows:

<u>Description</u>	<u>Columns</u>
Identification	26
Type of Employee	27
Date of Birth	28-29 (Day)
	30-31 (Month)
	32-33 (Year)
Request-Effective Date	34-35 (Day)
	36-37 (Month)
	38-39 (Year)

MASTER CARD - Change columns 26-33 to read as follows:

Identification	26
Type of Employee	27
Date of Birth	28-29 (Day)
	30-31 (Month)
	32-33 (Year)

SUPPLEMENTAL CARD - Change columns 26-55 to read as follows:

Entered on Duty	26-27 (Day)
	28-29 (Month)
	30-31 (Year)
Last Fitness Report	32-33
	34-35
	36-37 do
Last Promotion	38-39
	40-41
	42-43 do
Entered Career Service	44-45
	46-47
	48-49 do
Rotation Date	50-51
	52-53
	54-55 do

ITEM	COLUMN	APPLICABLE CODE
Personnel Number	1-6	None
Name	7-25	None
Identification	26	1-True 2-Pseudo
Type of Employee	27	1-Staff employee 2-Staff agent 3-Military 4-Military staff agent 5-Contract 6-Consultant 7-Other
Date of Birth	28-33	None
Request-Effective Date	34-39	None
Type of Action	40-41	00-Reassignment 01-Reassignment Correction 10-Promotion 11-Promotion Correction 12-Promotion cancellation 13-Promotion temporary 20-Excepted appointment 21-Excepted appointment Correction 30-Resignation 31-Resignation correction 32-Resignation cancellation 33-Resignation change status 40-Detail 41-Detail correction 42-Detail cancellation 50-LWOP 51-LWOP correction 60-Returned to duty 61-Returned to duty correction 70-Separation 71-Separation correction 72-Separation military service

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90-Other (includes)
Change in service designation
Restoration to duty
Change to lower grade
Suspension from duty
Termination of contract
Name change
91-Other (Correction)

ITEM	PUNCHED COLUMN	APPLICATION CODE
Position Slot Number	42-50	None
Occupation Series Code	51-56	See HB 20-230-1
Grade	57-58	None
Salary	59-63	None
Organization Location	64-67	Refer to tab listing
Veterans Preference	68	0-No preference 1-5 point 2-10 point 3-Wife or Widow of serviceman 4-Mother " "
Service Designation	69-70	None
SEX - Race	71	1-Male, white 2-Female, white 3-Male, colored 4-Female, colored 5-Male, other 6-Female, other
Funds	72	V-Vouchered UV-Unvouchered
T/O Sorting Code	73-79	Utilize code numbers assigned by MRD
Type of Card	80	4-Pending 5-Status

Office of Personnel
Use One Column Only

	Branch	FE/PT	V or UV	Funds	Military	Each CMO	Security	Finance	Loss Notice
Recruitment	1	1	2	-	5	1 d/	-	-	-
Appointment	1	1	1	-	5	1 d/	-	-	-
Reassignment	1	1	1	2	6	1 d/	2 a/	-	1 b/
Promotion	1	1	1	2	-	1 d/	2 a/	-	1 b/
Change to Lower Grade	1	1	1	2	-	1 d/	2 a/	-	1 b/
Change of SD	1	1	1	-	-	1 d/	-	-	-
Suspension	1	1	1	-	-	1 d/	-	-	-
Separation	1	1	1	-	5	1 d/	2 c/	1 c/	-
Name Change	1	1	1	-	-	1 d/	-	-	-
LWOP	1	1	1	-	-	1 d/	2 c/	1 c/	-
Return to Duty	1	1	1	-	-	1 d/	-	-	-

a/ If the personnel action will involve a change between operating components or a permanent change of station. These two copies will be transmitted direct by FE Personnel to the Office of Security for appropriate review or action. 25X1A8a

b/ If the personnel action will involve a reassignment between operating components, the FE Branch concerned will submit to [REDACTED] will transmit to the Office of Personnel one abbreviated copy of the SF-52 with the action. After processing, this abbreviated copy of the SF-52 will be transmitted to the losing component so that component will have a record of the effective date.

c/ If the personnel action will involve resignation, separation (to accept other Federal employment), or leave without pay in excess of 60 calendar days. These copies will be transmitted directly by [REDACTED] to the appropriate payroll branch of the Office of the Comptroller and to the Office of Security. 25X1A8a

d/ If the personnel action will involve more than one Career Service Board, an additional copy will be prepared for each board the action processes through. For example, if an employee's service designation is "FI" and the slot designation is "PP", two copies of the action will be required for the CMO column. If an employee's service designation is "FI" and the slot Designation is "FI", only one copy will be needed for the CMO.

Original and first three carbons of an action should be prepared on Form SF-52; other copies can be on white tissue.

FIGURE III

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APPENDIX A

GENERAL. Alternate operations for Chapter 3, Section I, Para 15c

a. This second phase provides for the processing of personnel actions from a centralized element; capturing specific selected codes, programing, and selecting constant personnel data during preparation of the request; and establishment of tabulating card files for reporting purposes.

b. This operation employs the utilization of the Flexowriter. Basically, SF 52, Request for Personnel Action may be typed on this machine. While this is being done the machine is capable of selecting certain coded information in an eight channel tape for producing a tabulating card. As an additional by product this machine will also select the programing and that information which is constant in a additional tape through use of an attached motorized tape punch machine.

c. Preparation of SF 52, Request for Personnel Action, will be discontinued in the Branches. Personnel actions will continue to be initiated in the Branch. Form Number __, Personnel Action Request, will be utilized in lieu of SF 52.

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d. [REDACTED] will be responsible for the service and maintenance of the Division Personnel Folder.

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PROCESSING - The following operational steps will be taken upon receipt of Form __, Personnel Action Request, in [REDACTED]

a. Initial Action (New applicant)

- (1) Time and date stamp Form __, Personnel Action Request.
- (2) Check T/O Slot number.
- (3) Check applicants folder to determine if pertinent records are enclosed.
- (4) Check to determine nature of action.
- (5) Code in accordance with manual instructions.
- (6) Withdraw program card for excepted appointment.
- (7) Prepare SF 52 on Flexowriter. (See Figure 3)
- (8) Set machine to prepare tape with selected information.
- (9) Connect Motorized Tape Punch. Set machine to select programing and constant information on the tape.
- (10) Upon completion of SF 52 route for necessary endorsements.
- (11) Remove tape from Flexowriter and insert in Tape-Card Punch. Remove tabulating card, sight verify, and file by type of action and date in the Pending File.
- (12) Destroy tape with coded information.
- (13) Remove tape from Motorized Tape Punch and file in Division Personnel Folder. This tape will be utilized on subsequent actions.

b. Subsequent Action

- (1) Time and date stamp Form __, Personnel Action Request.
- (2) Check T/O Slot number.
- (3) Check for necessary attachments.
- (4) Determine nature of action.
- (5) Withdraw Division Personnel Folder and remove prepared tape.
- (6) Code new information.

SECTION II

MACHINE UTILIZATION REPORT

21.1 DETAILED INSTRUCTIONS FOR COMPLETING FORM 263, JOB ANALYSIS.

a. A separate Form 263 will be completed for each individual utilizing the International Business Machines in [REDACTED] This report 25X1A8a will include machine hours expended on the Flexowriter and will cover an eight hour work period. A separate Form 263 will be prepared for overtime work.

b. The following items will be completed on Form 263.

- (1) Heading. Enter name, month, day, and year. Check block titled "Shift" if overtime is involved.
- (2) Column titled "Number". Enter pertinent job number.
- (3) Column titled "Seq. No." No entry required.
- (4) Column titled "Oper. No." No entry required.
- (5) Column titled "Description of Operation". No entry required.
- (6) Column titled "Machine". "Type" Enter 047 for Tape Card Punch, 082 for Sorter, FPC for Flexowriter, and etc. "Machine". "No." No entry required.
- (7) Column titled "Time". No entry required.
- (8) Column titled "Mach. Hrs." Enter hours in first sub-column. Minutes in second sub-column.
- (9) Column titled "Man Hrs." Enter manhours expended.
- (10) Column titled "Volume". Enter machine count of cards processed.
- (11) Total. Enter totals of column titled Mach. Hrs., Man Hrs., and Volume.

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machine operations; manhours expended for other than machine operation

JOB ANALYSIS

NAME _____

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